MSEE Milestones

Forms have to be filed as you progress through the MSEE program. They can be found on-line, at the Research and Graduate Programs web site (www.calpoly.edu/~rgp). You should also refer to the MSEE Handbook or the Honors Program Handbook, both of which can be found at http://www.ee.calpoly.edu/student/index.html.

- First quarter – Fill out Informal Study Plan. Use the “EE Annual Course Offerings” on the EE Department web site (Academic Information tab) to find when courses you want to take will be offered. You should plan out your coursework quarter-by-quarter, making sure that the overall plan meets the requirements in the MSEE Handbook (p. 5). Meet with the Graduate Coordinator to confirm that your plan meets requirements.

- Second quarter – File a Formal Study Plan. If you haven’t changed your mind about any courses you want to take, this is just the same as your Informal Study Plan; but it is harder to modify. To modify your Formal Study Plan, you must file an Amendment to Formal Study Plan. You will need to do this, for example, if a class you had intended to take is not offered, and you must substitute a different class. Some of the classes on your Formal Study Plan might be classes you took before being admitted as a graduate student. These might be classes you took as an undergraduate and not counted toward your BSEE, or classes you took through Continuing Education after your BSEE, but prior to admission to the MSEE program. To get credit for such classes, you must file a Petition for Special Consideration.

- Pick a thesis project and advisor as soon as you possibly can. Look at the “Faculty Interest List” on the EE Department web site (Student Resources tab). Download the MS Thesis Guidelines document from the Research and Graduate Programs web site, and start thinking about writing your thesis. In addition to your advisor, you will need two other faculty members to serve on your thesis committee. Start thinking about who you would like to ask to do this.

- After the following conditions have been met, file for Advancement to Candidacy:
  o Graduate writing exam requirement satisfied (contact the Writing Skills Program Office at 756-2067 to find out about this exam and a course-based alternative to it.)
  o Approved Formal Study Plan
  o At least 20 units of Formal Study Plan completed with a GPA of 3.0 or better
  o If applicable, conditions of admission satisfied

- Enroll in EE 599 over a period of 2 –3 quarters, so that the last quarter is the one in which you submit your thesis and receive a grade on it. To enroll, you need a signed EE Supervisory Courses Permission Slip. If you are in the 4+1 program, you must also enroll in EE 463/464. You must enroll in EE 464 in the same quarter in which you submit your thesis and receive a grade; you may enroll in EE 463 also in that quarter, or in an earlier quarter if you or your advisor prefers that. To enroll, you need a signed Senior Project Permission to Enroll Form. Note that your thesis grade heavily impacts your GPA: it applies to 9 units in the regular program, 14 units in the 4+1 program!

- Two quarters prior to graduation – File Request for Graduation Evaluation. The form says four quarters, but it should be two for the MS degree. If you expect to have a Formal Study Plan GPA of 3.75 or greater, send a request to the Graduate Coordinator to be nominated for Graduation with Distinction honors. Attach an Excel spreadsheet in which you calculate your Formal Study Plan GPA using the rules on p. 85 of the Catalog.

- Three weeks prior to thesis defense, complete and submit Thesis/Project Committee Membership form to the EE Department Office.

- Defend your thesis, receive a handshake and congratulations for a job well done, and march proudly in the graduation ceremony!